

TAXcess - Convenient online access to your business tax accounts

TAXcess, Manitoba's online tax service, allows businesses to access their accounts 24 hours a day, seven days a week in a secure, online environment.

This service allows businesses to file retail sales tax and monthly health and education levy returns electronically. It also allows electronic, pre-authorized payment of the following:

- retail sales tax (RST)
- health and education levy (HE)
- corporation capital tax (CCT)
- fuel tax
- International Fuel Tax Agreement (IFTA) tax

You can also make a RST, HE and/or IFTA tax account payment through your financial institution's online bill payment process.

Apply for Tax Account(s)

If you want to apply for a tax account number(s), complete the Application for Taxpayer Registration / Dealer's Licence. This application can be found by clicking *Apply for Tax Account(s)* on the TAXcess Sign In page.

The Apply for Tax Account(s) process requires that you create a unique user ID and password, which will allow you access to your new TAXcess tax account(s). Within 7 business days of filing your application, you will receive an e-mail from the Taxation Division advising that you can access your new tax account(s) by using your ID and password created on the online application.

Your new Registration/Dealer Licence can be viewed under the Letters Tab after signing into your TAXcess account. You are now ready to view, file and pay your tax account(s) online.

If you are unsure if you need a tax account number(s), click [here](#).

For a summary of goods and services that are subject to or exempt from retail sales tax, click [here](#).

Sign Up Now for TAXcess

If you have a tax account(s) that you wish to access online, you must first sign up for TAXcess. This process involves setting up a unique user ID and password that will allow you to add online access to your existing tax account(s). Please note that if you add access to your RST and/or HE tax account(s), you will not receive paper returns in the mail. For each filing period you will receive an e-mail in advance of the due date advising that you have an important notice

received on your TAXcess account. The notice will indicate that your tax return(s) are due and should be filed on TAXcess. If you prefer to receive a paper return, you can update your preference once you have signed into TAXcess.

Ensure you have a copy of your most recently filed tax return for each tax account that you would like to access online.

The first time that you sign up for TAXcess, you will be asked the following information about your business:

- An existing tax account number.
- The account type (retail sales, health and education, corporation capital, etc).
- Your business legal or operating as name.
- Your business ownership structure (i.e. corporation, partnership, sole proprietor, etc).

To continue with the sign up process, you need to add online access to at least one existing tax account. To do this, you will need to know the following information for your tax account:

- The postal code.
- The last payment amount.
- A figure reported by you from your most recently filed tax return. For example, when adding your RST account, you will be asked for the amount of Tax Collectible on Sales.

After you have successfully signed up for TAXcess, you can add online access to additional existing tax account(s) by complying with the information requirements noted above.

To begin the sign up process, click *Sign Up Now for TAXcess* on the TAXcess home page.